



**Canadian Mental  
Health Association**  
Cochrane-Timiskaming

## **JOB POSTING**

*Competition #: 2020-25*

*Vacant Position:  
Human Resources/Payroll Clerk*

*Employee Group:  
Non-Union Group*

*Work Location: Timmins*

*Status: Permanent Part-time*

*Salary range:  
\$24.52 - \$28.85 + 8% pay  
in lieu of benefits*

*Language Requirement:  
Bilingual preferred*

*Posting period:  
November 23 - 30, 2020*

*Inquiries:  
Jean E. Montague  
Human Resources  
705-267-8100, ext. 2248*

*Please send resumés to:  
[humanresources@cmhact.ca](mailto:humanresources@cmhact.ca) and  
indicate in the subject line the  
competition number and job title.*

*We thank all applicants for their  
interest in this employment  
opportunity. We will contact those  
candidates who are invited to  
participate in an interview.*

Si vous désirez obtenir la version française de cette annonce,  
veuillez communiquer avec le bureau de Timmins au 705-267-  
8100, poste 2248.

## **HR/Payroll Clerk**

In keeping with the Mission, Vision, and Values of the Canadian Mental Health Association – Cochrane Timiskaming Branch (CMHA-CT), the HR/Payroll Clerk is responsible for supporting the functions of the Payroll Departments as well as the HR team.

The incumbent will be responsible for:

- setting up and maintaining information in the time keeping and accounting programs (Accpac);
- processing the bi-weekly payroll;
- remitting taxes deducted at source;
- training new employees on the use of the time keeping program;
- generating Records of Employment;
- supporting the HR team with job postings, maintaining records, coordinate meetings and take minutes;
- other duties as assigned.

Requirements:

- Experience with processing of payroll
- College diploma in business administration, human resources, or a related field;
- 1-2 years working in payroll would be beneficial;
- Excellent numeracy and literacy skills;
- A keen eye for detail and accuracy;
- A high level of confidentiality;
- Bilingualism would be an asset.